

# California Lieutenant Governor John Garamendi



## Internship Application

State Capitol, Room 1114, • Sacramento, CA 95814  
Phone (916) 445-8994 • Fax (916) 323-4998  
Socorro.Vasquez@ltg.ca.gov • [www.ltg.ca.gov](http://www.ltg.ca.gov)

## Applicant Information

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Circle office applying for:    Sacramento    Los Angeles

What city do you consider to be your hometown? \_\_\_\_\_

Party affiliation (optional): \_\_\_\_\_

### Section A: Current Mailing Address

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell/pager \_\_\_\_\_

### Section B: Permanent Phone and Residence

Phone \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Section C: Résumé

In addition to completing this application form, please submit your résumé.

### Section D: Written Statement

Please submit a personal statement, not to exceed two pages. The written statement is a vital part of your application packet and provides an opportunity to distinguish yourself in an applicant pool of many excellent candidates. The selection panel is very interested in learning about you, your aspirations and why you think you would be a valuable addition. Your application will be strengthened with a carefully written and substantive personal statement. Use the two pages as you wish, but do not write an autobiography, narrative résumé or policy paper. Written statements must be typed and double-spaced with a minimum font size of 12 points and margins of at least one inch. Your name should appear on the top of each page. Do not, however, include your Social Security Number.

### Section E: Letters of Recommendation

Please enclose two current letters of recommendation from persons with whom you are associated. You are encouraged to have someone familiar with your academic work submit one of the letters. Feel free to submit supplemental letters. Each person providing a reference must seal it in a separate envelope, sign his/her name across the seal, and return it to the applicant. Supplemental letters may be sent under separate cover.

Name\_\_\_\_\_

**Section F: Education**

High School\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_

College & Universities	Dates	Major	Degree	GPA

Overall undergraduate GPA\_\_\_\_\_

Do you plan to do further graduate work?      Yes      No

Field of study\_\_\_\_\_ For what degree?\_\_\_\_\_

Minor(s) or relevant coursework concentration\_\_\_\_\_

Occupational goal\_\_\_\_\_

**Section G: School Activities, Honors, Publications**

Please list your major extracurricular activities and level of participation. Include leadership positions and approximate dates you were involved. Also list major awards, other internship positions, or publications in which your work has appeared. (Attach additional sheets if necessary.)

Name\_\_\_\_\_

### **Section H: Voluntary Community Activities**

Please list civic and social activities and those related to your profession or occupation. Indicate your level of participation and approximate dates. (Attach additional sheets if necessary.)

### **Section I: Other Skills**

Please list any of your other special skills that may be beneficial to the Lt. Governor's Office. (For example: Are you fluent in another language? Do you have Web design experience or special computer skills? Are you familiar with accounting?)

### **Section J: Internship Details**

Are you eligible to receive college credit for this internship?    Yes            No

How many hours per week and what days are you available to work?

For what length of time would you be able to commit to the internship?

### **Section K: Mailing Instructions**

Enclose application, written statement, résumé and letters of recommendation in one envelope. Mail to the Office of Lieutenant Governor John Garamendi, Attn: Socorro Vasquez, State Capitol, Room 1114, Sacramento, CA 95814. Please remember to sign your application. For more information, please email Socorro Vasquez at Socorro.Vasquez@ltg.ca.gov.

### **Section L: Certification and Signature**

I certify that all of the statements contained in my application are true, complete and correct to the best of my knowledge.

Signature\_\_\_\_\_ Date\_\_\_\_\_